



## **VILLAGE OF KEY BISCAINE POLICE DEPARTMENT**

### **JOB DESCRIPTION**

Job Title:	Municipal Utility Worker	Position Type:	Full Time
Department/Group:	Police	Job Code/ Req#:	
Location:	88 West McIntyre Street	Reports To:	Administrative Lieutenant
Level/Salary Range:	Starting at \$27,353.99	Contact:	Ana Y. Guerra, Special Projects Coordinator (305) 365-8990 Ext. 1111 (786) 385-2522 aguerra@kbpd.net
Date posted:	Wed., October 23 <sup>rd</sup> , 2013	Posting Expires:	Wed., November 6 <sup>th</sup> , 2013
FL SA STATUS:	Non-Exempt		
External posting URL:	<a href="http://www.keybiscayne.fl.gov">www.keybiscayne.fl.gov</a>		
*** Resume may be faxed to <b>Attn: Ana Guerra at (305) 365-8937</b> or emailed to <a href="mailto:aguerra@kbpd.net">aguerra@kbpd.net</a> . Add to your Résumé the Job Title you are applying for ***			

#### **Summary:**

The Municipal Utility Worker (M.U.W.) is under the general supervision of the Administration Lieutenant, and performs a variety of tasks including performing maintenance on the vehicles and facilities, pick-up and delivery of materials and information for the police department and other departments of the Village.

Work assignments are received orally and in writing and are reviewed through observation, conferences, and periodic inspections for results obtained.

#### **Essential Duties and Responsibilities:**

They include the following. Other duties may be assigned.

1. Receives and distributes mail.
2. Transports vehicle fleet back and forth for repairs and other needs.
3. Does light maintenance of police vehicles, and facilities.
4. Purchases and stocks supplies throughout the police station.
5. Puts up and removes signs for special events.
6. Sets up tables and chairs for monthly employee lunch.
7. Copies and collates agenda packages for Village Manager, delivering them to council members prior to their meetings.
8. Picks up and delivers materials and information for the police and other departments.
9. Performs miscellaneous clerical duties including answering phones.
10. Picks up and delivers items for the police department and Village Hall.

### Essential Duties and Responsibilities (...continued...):

11. May perform other work as required by the Administration Lieutenant.
12. Other duties as directed by the Chief of Police or designee.

### Minimum Requirements-knowledge, abilities and skills:

1. Knowledge of Village roads and street addresses.
2. Ability to deal courteously and tactfully with the public.
3. Ability to establish and maintain effective working relationships with others.
4. Ability to prepare and maintain routine records.
5. Ability to carry out assigned duties in a proper manner.

### Supervisory Responsibilities:

None

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

1. High school diploma, GED, or other certificate of competency.
2. Experience in dealing with the public.
3. Must possess a valid Florida driver's license.
4. Must possess an excellent driving record.
5. Must be in good physical condition.
6. The Chief of Police has full discretion over requirements and may alter them as needed.

### Communication/Language Skills

Ability to read, write and speak in English; other languages helpful. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to customers, and other employees.

### Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### Certificates, Licenses, Registrations

None.

### Other Skills and Abilities

Basic computer skills including word processing, spreadsheet applications, presentation software and other department relevant software. Ability to work with the public, representatives of other agencies, and other employees in a courteous and tactful manner, and in a timely basis.

### Equipment/Tools

None.

### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Safety

Follows Village, OSHA, and public safety guidelines and protocols. Uses common sense to perform job functions in a safe manner. Reports all safety hazards to supervisors to ensure safety of work environment.

Reviewed By:	Ana Y. Guerra, Special Projects Coordinator	Date:	May 3 <sup>rd</sup> , 2013
Reviewed By:	Jose L. Monteagudo, Deputy Chief of Police	Date:	May 3 <sup>rd</sup> , 2013
Approved By:	Charles R. Press Chief of Police	Date:	May 3 <sup>rd</sup> , 2013

I have received a copy of my job description and agree to follow its guidelines and speak with my supervisor if questions arise. I understand that this job description is dynamic and that additional tasks may be added/subtracted from time to time, with notice, as situations arise.

\_\_\_\_\_  
Employee (Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date